

# FloridaPALM

Planning, Accounting, and Ledger Management



# SEGMENT II DESIGN WORKSHOPS

JANUARY 12, 2024



# Purpose of Design Workshops

- ▶ Share the design for the processes and functions being discussed
- ▶ Answer your questions as they relate to these processes and functions
- ▶ Help agencies understand the design so they can take action within their agency
- ▶ Expand agency staff engagement



# Important Design Notes

- ▶ Build has already started → design is completely locked for those items
- ▶ We still have lots of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)
- ▶ Every agency is impacted → Business processes, technology, reporting
- ▶ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)



# Cutover Considerations

- ▶ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV
- ▶ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM
- ▶ Conversations will be generally be balances, not transactions
- ▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be
- ▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25



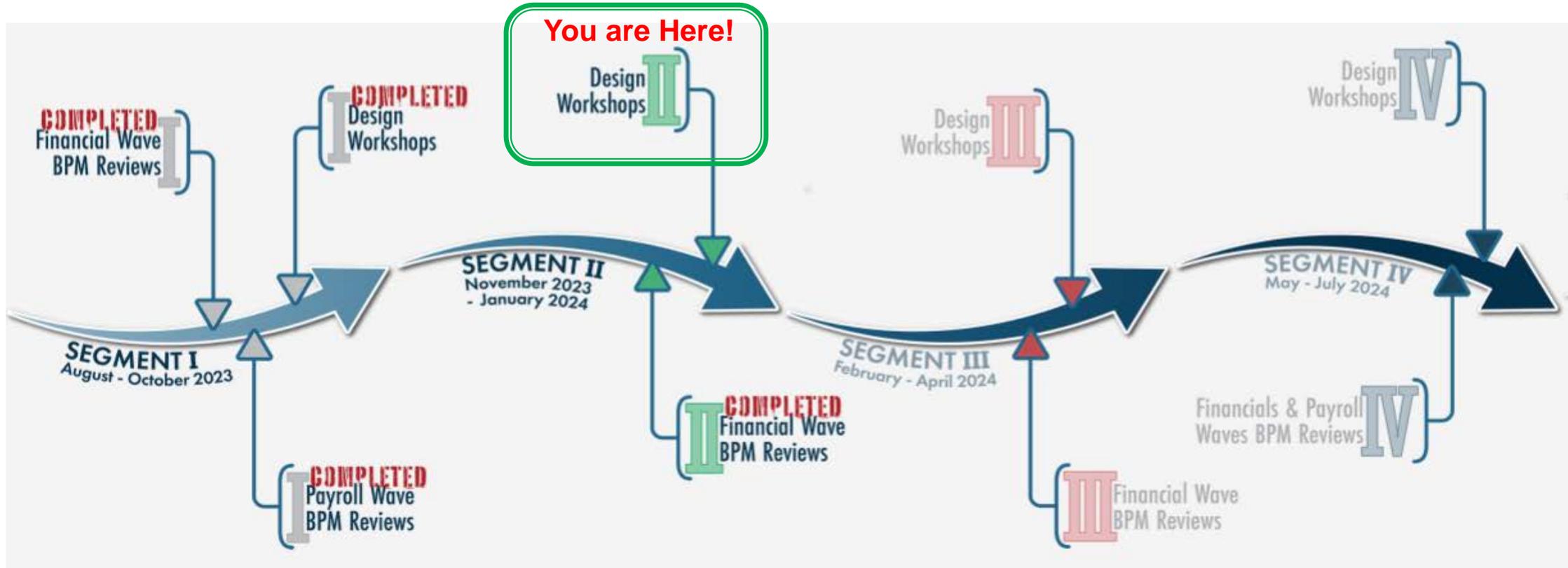
# Solution Design Workshops

## Agenda

- ▶ Welcome and Introductions
  - Housekeeping
- ▶ Design Phase Overview
- ▶ Disbursements Management – Encumbrances
  - Encumbrance Creation/Status
  - Encumbrance Workflow
  - Conversion
  - Interface Review
  - Exception Handling
  - Reports
- ▶ Wrap Up



# Design Phase Overview



For more information, listen to [Episode #11: The Design Phase](#)

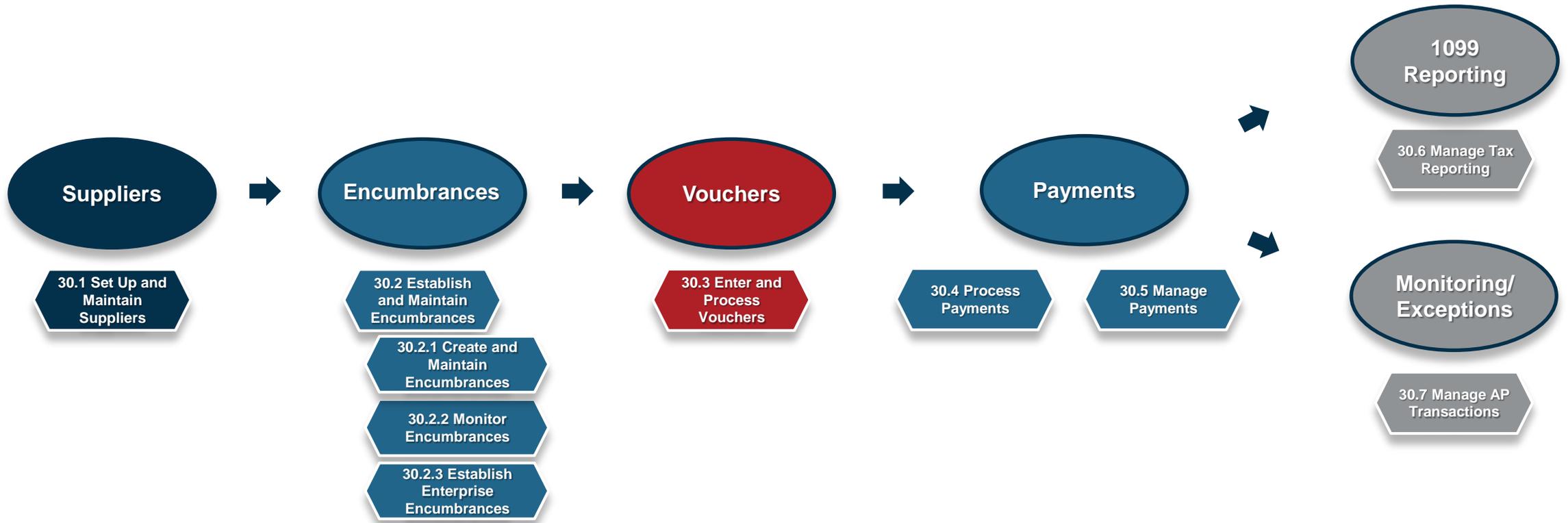


# DISBURSEMENT MANAGEMENT

## ENCUMBRANCES

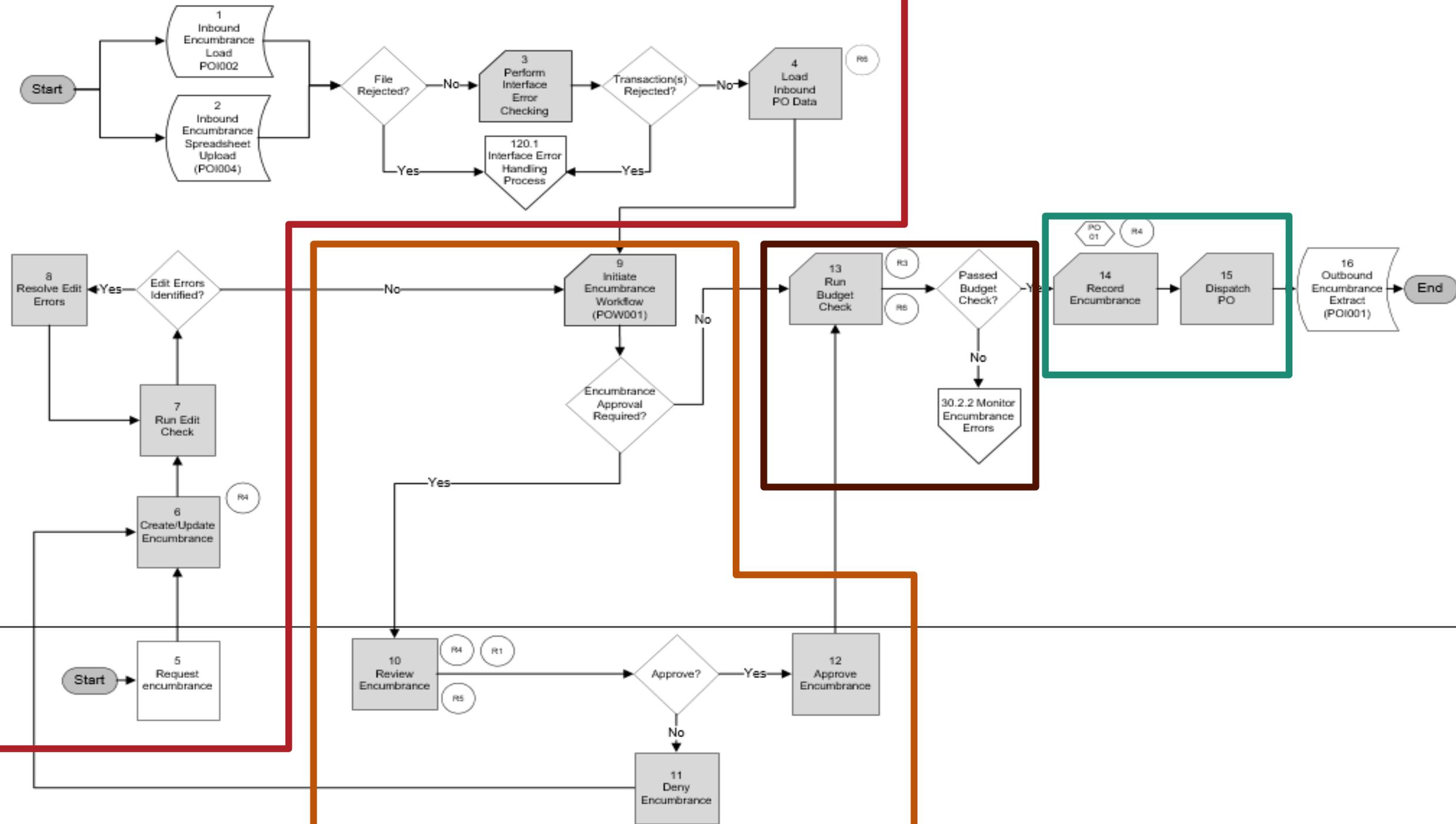


# Disbursements Management Process

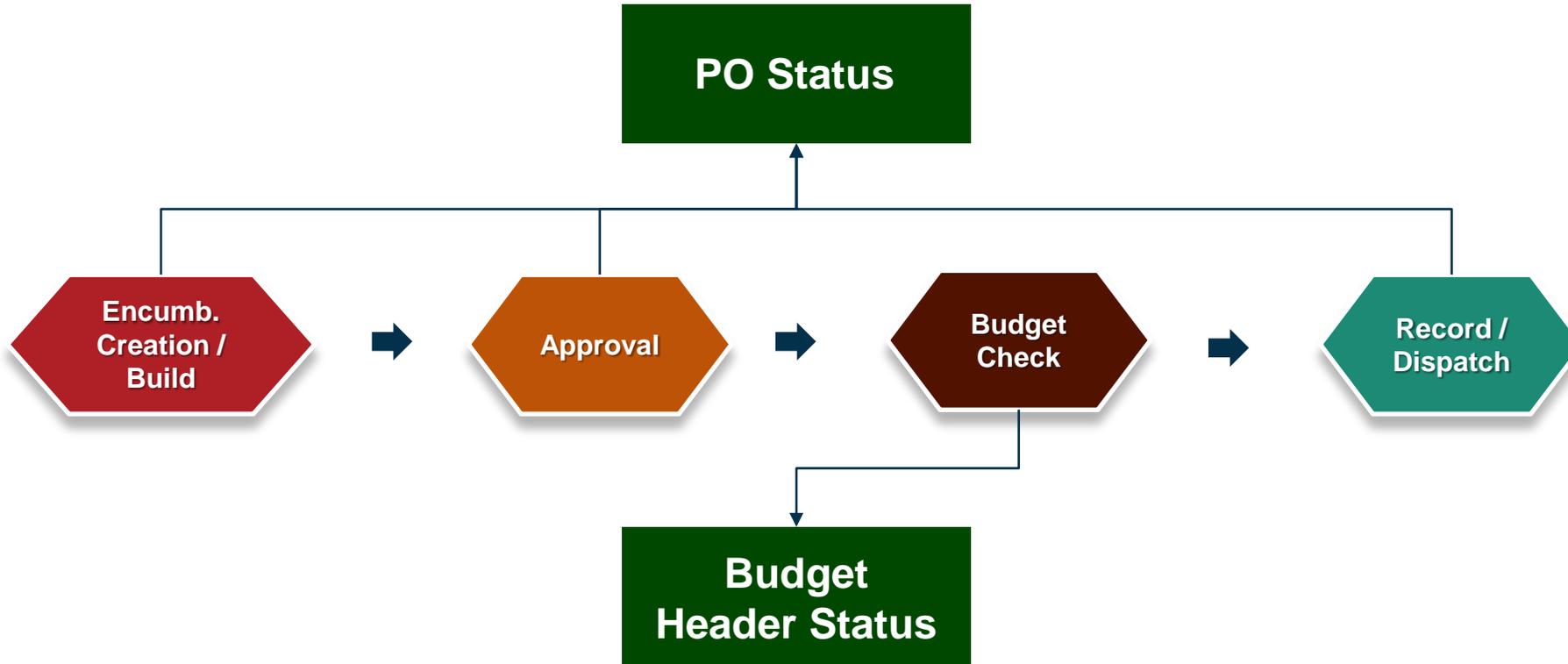


# Encumbrance Creation





# Encumbrance Status



# Encumbrance Status

## PO Status and Budget Header Status

Status Type	Statuses	Translate Values	Action
<b>PO Status</b>	Open	O	When you first enter the PO/Encumbrance, it has a PO status of Open.
	Pending Approval	PA	If the PO/Encumbrance passes all the initial validations, is loaded into the system, and is required to pass through the approvals, it has a Pending Approval status.
	Approved	A	When the PO/Encumbrance is approved, it has an Approved status.
	Denied	DA	When the PO/Encumbrance is denied approval, it has a Denied status.
	Complete	C	When the PO/Encumbrance is closed, it has a Complete status.
	Dispatched	D	When the PO/Encumbrance is finally processed systematically and is ready to voucher against.
	Pending Cancel	PX	When the PO/Encumbrance that was dispatched before, is canceled, it has a Pending Canceled status. Once the Dispatch Process is run again (systematically in Batch), it goes to Canceled status.
	Canceled	X	When the PO/Encumbrance that was dispatched before, is canceled, it has a Pending Canceled status. Once the Dispatch Process is run again (systematically in Batch), it goes to Canceled status.

Status Type	Statuses	Translate Values	Action
<b>Budget Header Status</b>	Not Budget Checked	N	When you first enter an Encumbrance, it has a Budget Header Status of Not Budget Checked (N).
	Document in Processing	I	During the Budget Check process, the status will show as I.
	Error in Budget Check	E	If the Encumbrance fails Budget Check, it goes to Error status.
	Valid	V	If the Encumbrance successfully passes budget check, the shows a status of Valid.



# Encumbrance Status

## PO Status and Budget Header Status

Maintain Purchase Order

### Purchase Order

Business Unit US001  
PO ID 0000000551

PO Status: Pend Appr  
Budget Status: Not Chk'd

Copy From: [Dropdown]

Hold From Further Processing

---

**Header** ⓘ

\*PO Date: 04/11/2022 ⓘ      Supplier Search  
\*Supplier: ROBERTHALV-001 ⓘ      Supplier Details  
\*Supplier ID: 0000000045 ⓘ      Robert Halves, 1  
\*Buyer: SAJAL SAURABH ⓘ      Saurabh, Sajal

Doc Tol Status: Valid

Receipt Status: Not Recvd  
\*Dispatch Method: Print [Dropdown]      Dispatch

PO Reference: [Text Box]

---

**Amount Summary** ⓘ

Merchandise	10,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	10,000.00	USD
Encumbrance Balance		

Calculate

Header Details      Activity Summary  
PO Defaults      Add Comments  
PO Activities      Edit ShipTo Comments  
Requisitions      Document Status  
Actions

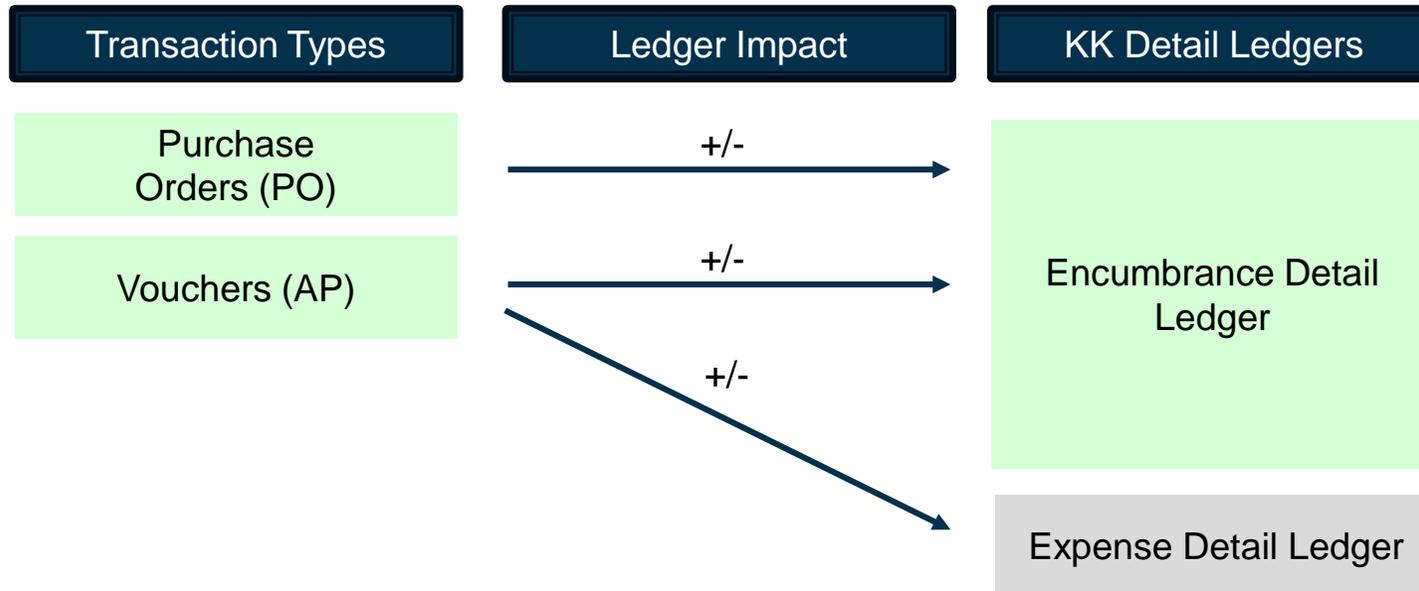


# Ledger Impacts – Encumbrance to Payment

## KK Encumbrance & Expense Detail Ledgers

**Detail Budget Ledgers:** Configures the establishment of budget to record accounting entries for budget/cash checking.

- **Encumbrance** – Amount of appropriations committed for the payment of goods and/or services ordered but not yet received.
- **Expense** – Recorded transactions of appropriations spent for goods or services.



# Questions



# PROCESS MODEL UPDATES

## ENCUMBRANCES



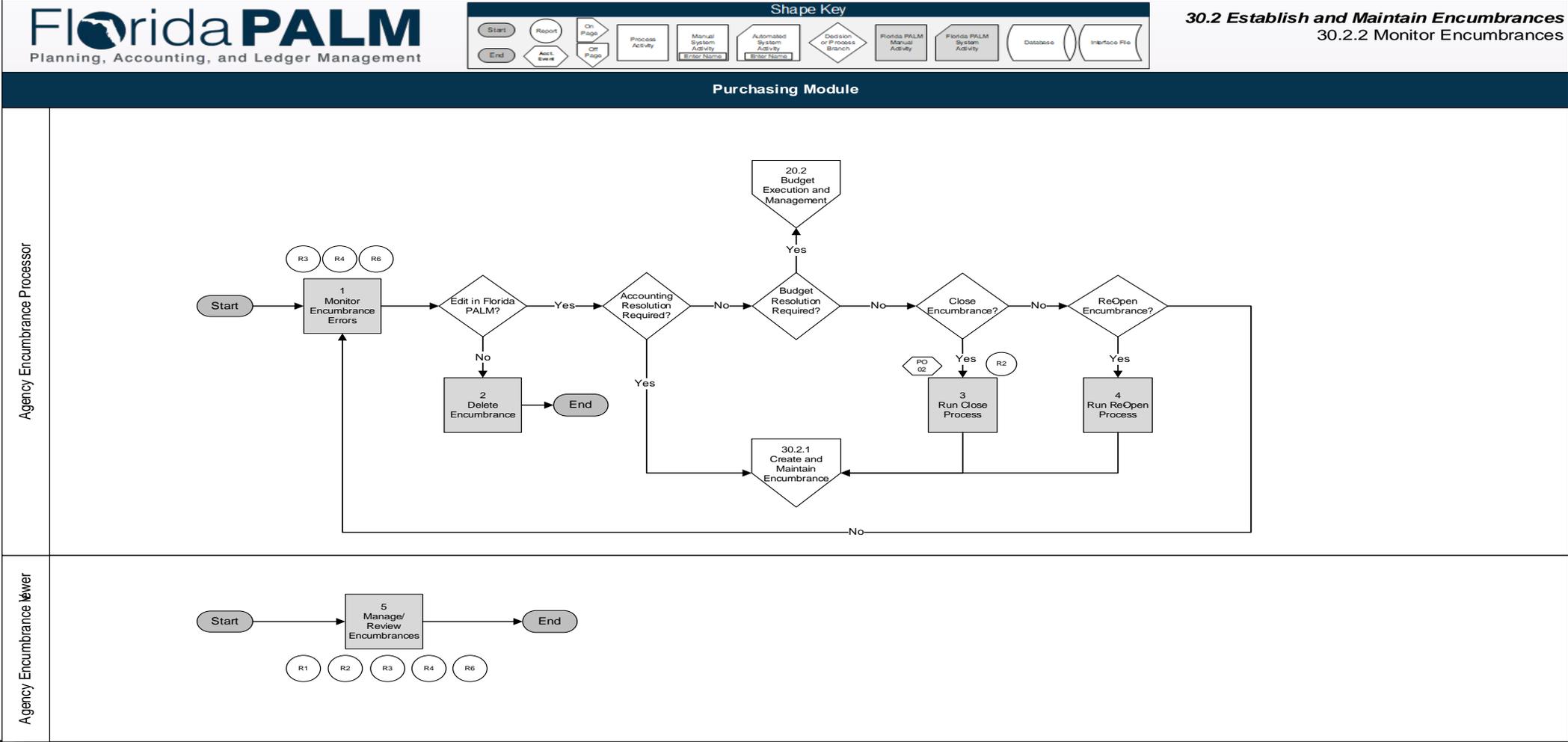
# Establish and Maintain Encumbrances

## Business Process Model Updates

- ▶ Create and Maintain Encumbrances
- ▶ Monitor Encumbrances
- ▶ Establish Enterprise Encumbrances



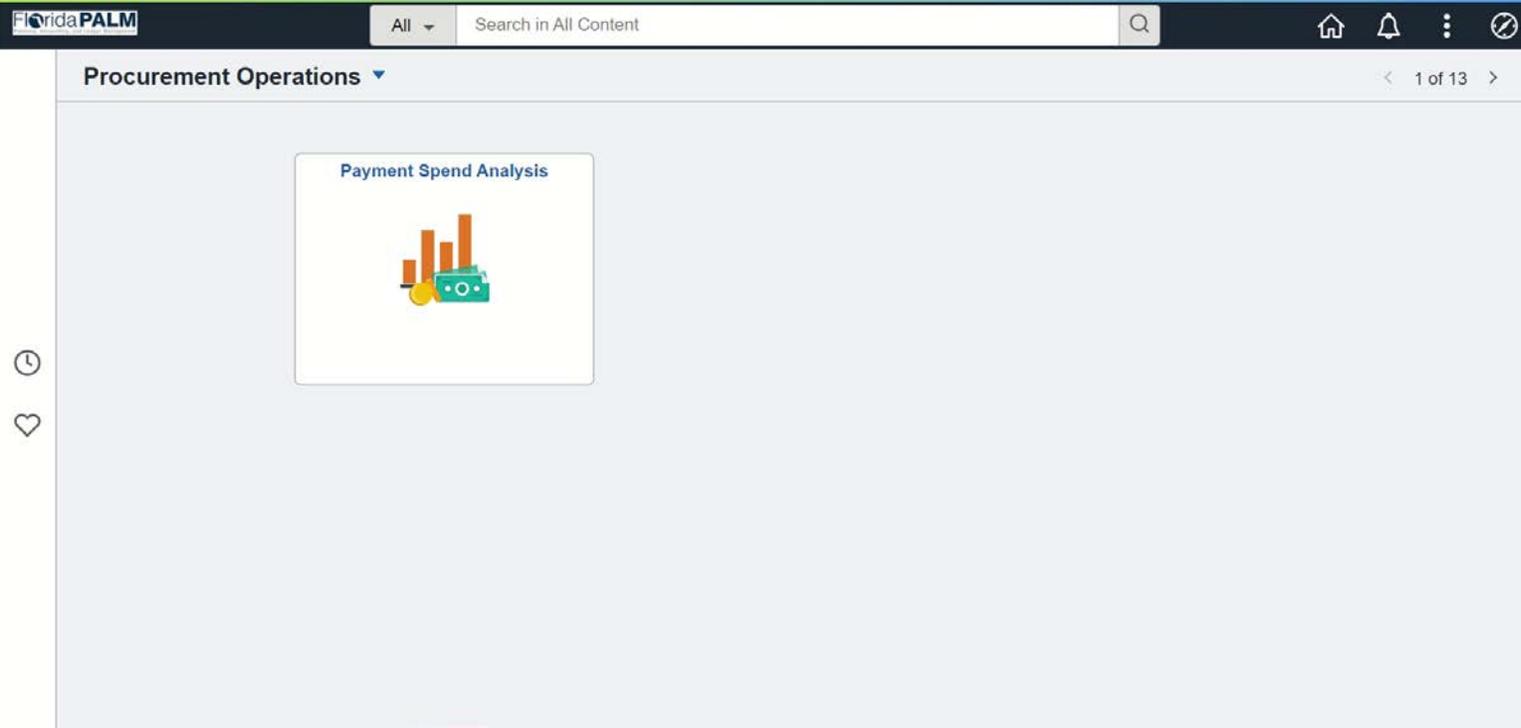
# 30.2.2 Monitor Encumbrances



# CREATING AN ENCUMBRANCE IN FLORIDA PALM



# Creating an Encumbrances



# Encumbrance Navigation within PO Module

The screenshot displays the FloridaPALM Procurement Operations interface. At the top, there is a search bar with 'All' and 'Search in All Content' options. The main content area features a 'Payment Spend Analysis' widget with a bar chart icon. A text box in the center provides the following navigation instructions:

- To create an Encumbrance/PO, navigate to NavBar.
- >Menu
- >Purchasing
- > Purchase Orders
- >Add/Update POs

The right-hand side of the interface shows the 'NavBar: Menu' with a tree structure. The path 'Menu > Purchasing' is active. Under 'Purchase Orders', the 'Add/Update POs' option is highlighted with a mouse cursor. Other menu items include 'Accounts Payable', 'Recently Visited', 'Favorites', and 'General Ledger'. The 'Add/Update POs' option is the third item in the 'Purchase Orders' list.



# Encumbrance Transaction Entry Page

The screenshot shows the Florida PALM 'Purchase Order' entry page. The header includes the business unit '43000' and PO ID '000004125'. The PO status is 'Open'. The supplier is 'COCA COLA INC' and the buyer is 'VP1'. The amount summary shows a total of 1,000.000 USD. The 'Lines' table contains one line item for 'supplies' with a quantity of 10.0000 and a price of 100.00000. Red boxes highlight the 'PO Status Open', 'Hold From Further Processing' checkbox, 'Buyer VP1', 'Header Details' button, 'Add Comments' button, 'Category SUPPLIES', and a print icon.

**Florida PALM**

Maintain Purchase Order

### Purchase Order

Business Unit 43000  
PO ID 000004125  
Copy From [dropdown]

**PO Status** Open [check] [print] [close]

Hold From Further Processing

**Header**

\*PO Date 08/30/2021 [calendar] Supplier Search  
\*Supplier COCA COLA-001 [search] Supplier Details  
\*Supplier 0000000100 COCA COLA INC  
\*Buyer VP1 [search] Kenneth Schumacher  
Receipt Status Not Recvd  
\*Dispatch Method Print [dropdown] Dispatch

**Amount Summary**

Merchandise	1,000.000	
Freight/Tax/Misc.	0.00	Calculate
<b>Total Amount</b>	<b>1,000.000</b>	<b>USD</b>

PO Reference [input]  
Header Details [button] Activity Summary [button]  
PO Defaults [button] Add Comments [button]  
PO Activities [button] Add Ship to Comments [button]  
Actions [dropdown]

**Add Items From**

Catalog [input] Item Search [input]  
Purchasing Kit [input]

**Lines**

Personalize | Find | View All | [print] [refresh] First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1	[input]	supplies	10.0000	EA	SUPPLIES	100.00000	1,000.000	Approved	[comment]	[print]

View Printable Version [button] Close Short All Lines [button] \*Go to ... More ... [dropdown]

Save [button] Notify [button] Refresh [button] Add [button] Update/Display [button]



# Encumbrance Distribution Entry Page

Distributions for Schedule 1

Unit 43000      Supplier AESG-002  
PO ID 0000000159      Item      Test  
Line 1  
Schedule 1      Status Active

\*Distribute By       Schedule Qty 1.0000

SpeedChart  [Multi-SpeedCharts](#)      Doc. Base Amount 10,000.00 USD

**Distribution**      Personalize | Find | View All |      First 1-2 of 2 Last

**Chartfields**    Details/Tax    Asset Information    Req Detail    Statuses    Budget Information

Dist	Status	Percent	Organization	*Account	Fund	Budget Entity	Category	State Program		
1	Open	<input type="text" value="50.0000"/>	<input type="text"/>	<input type="text" value="700000"/>	<input type="text" value="81110"/>	<input type="text" value="11110000"/>	<input type="text" value="000101"/>	<input type="text"/>		
2	Open	<input type="text" value="50.0000"/>	<input type="text"/>	<input type="text" value="700001"/>	<input type="text" value="80001"/>	<input type="text" value="11110000"/>	<input type="text" value="000101"/>	<input type="text"/>		

OK    Cancel    Refresh



# Encumbrance Budget Information Tab

Distributions for Schedule 1

Unit 43000      Supplier AESG-002  
PO ID 0000000160      Item      Test  
Line 1  
Schedule 1      Status Active

\*Distribute By       Schedule Qty 1.0000  
Merchandise Amount 10,000.00 USD  
Doc. Base Amount 10,000.00 USD

SpeedChart  Multi-SpeedCharts

**Distribution**      Personalize | Find | View All |      First  Last

Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Commitment Control Close Flag	
1	Open	<input type="text" value="100.000"/>	Valid	10/23/2023	0.00	USD	0.00	USD	10,000.00	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>



# Questions



# ENCUMBRANCE WORKFLOW

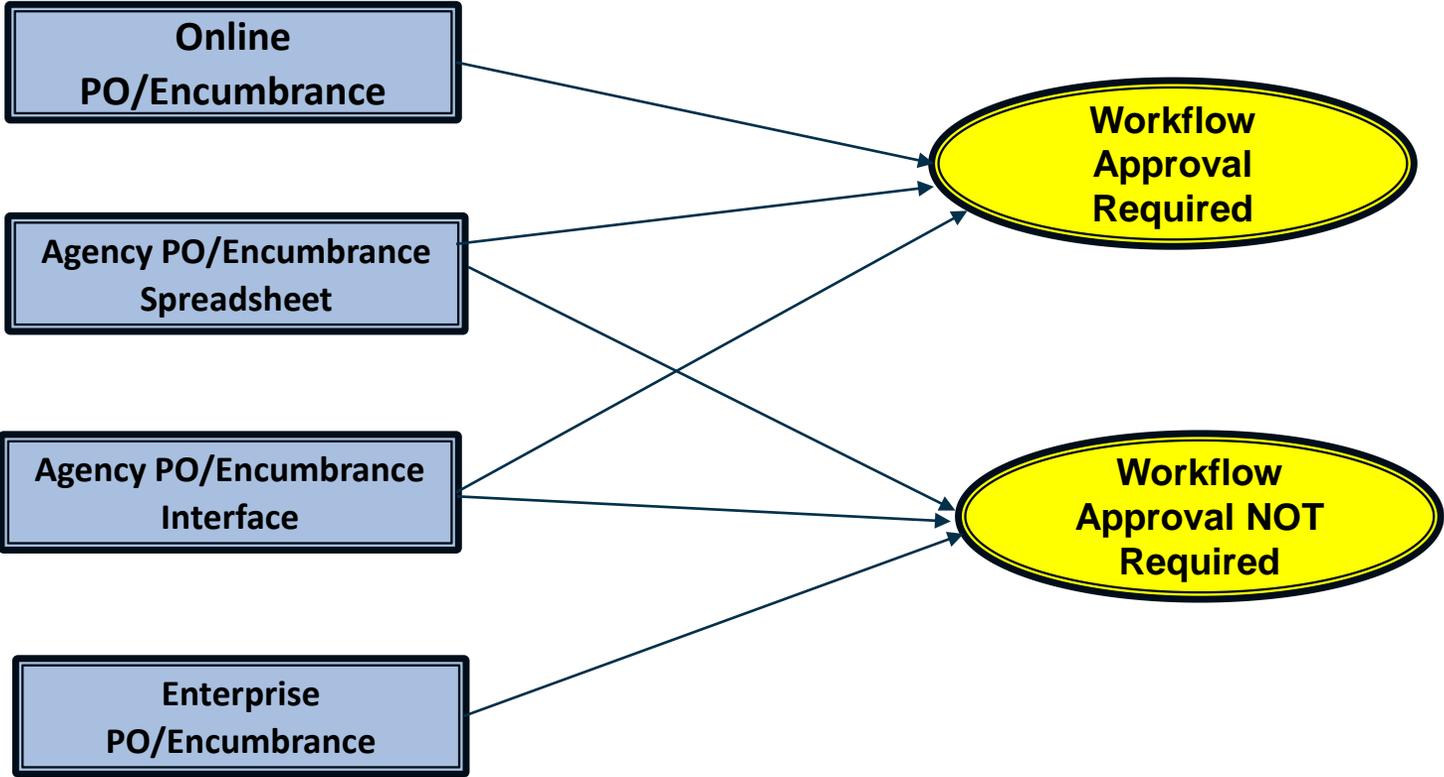


# PO/Encumbrance Approval Workflow

- ▶ Online
- ▶ Spreadsheet
- ▶ Interface
- ▶ Reason Codes



# PO/Encumbrance Approval Workflow



# PO/ Encumbrance

Maintain Purchase Order

### Purchase Order

Business Unit US001  
PO ID 0000000551

PO Status: Pend Appr  
Budget Status: Not Chk'd

Copy From: [dropdown]  
 Hold From Further Processing

---

**Header**

\*PO Date: 04/11/2022  
\*Supplier: ROBERTHALV-001  
\*Supplier ID: 0000000045  
\*Buyer: SAJAL SAURABH

Supplier Search  
Supplier Details  
Robert Halves, 1  
Saurabh, Sajal

Doc Tol Status: Valid

Receipt Status: Not Recvd  
\*Dispatch Method: Print [dropdown] [Dispatch]

---

**Amount Summary**

Merchandise	10,000.00	
Freight/Tax/Misc.	0.00	
Total Amount	10,000.00	USD
Encumbrance Balance		

[Calculate]

---

**Add Items From**

Catalog Purchasing Kit  
Item Search

**Select Lines To Display**

Search for Lines: Line [input] To [input] [Retrieve]

---

**Lines**

Personalize | Find | View All | [grid] [calendar] First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	BASE_MIX	Base Mix	100.0000	LBS	SUPPLIES	100.00000	10,000.00	Pending			

View Printable Version  
**View Approvals** [Delete PO] [Close Short All Lines] \*Go to [More ...]

[Save] [Return to Search] [Notify] [Refresh] [Add] [Update/Display]



# View Approvals

### View Approvals

Business Unit	US001	<a href="#">View Printable Version</a>
PO ID	0000000551	
PO Total	10,000.00	USD
Supplier ID	0000000045	Robert Halves_1
Buyer	SAJAL.SAURABH	
PO Reference		

[Edit PO](#)

**Review Lines**

**Review / Edit Approvers**

#### Fiscal Approval

▼ Purchase Order 0000000551:Pending

PO Amount Approval

Pending

Multiple Approvers

🕒 Agency Encumbrance Approver

[Return to Purchase Order](#)

PO Status: Pend Appr

PO Date: 04/11/2022

Budget Status: Not Chk'd

Justification:

[View Comments and Attachments](#)



# Multiple Approvers

**View Approvals**

Business Unit US001      [View Printable Version](#)

PO ID 0000000522      PO Status Pend Appr

PO Total 4,000.00 USD      PO Date 04/01/2022

Supplier ID USA0000010 Midton

Buyer VP1

PO Reference LAPTOP CONTRACT

[Edit PO](#)

► **Review Lines**

▼ **Review / Edit Approvers**

**Department Manager**

▼ **Line 1: Pending**  
Laptop Computer

Department Manager

Skipped  
Kenneth Schumacher  
Purchase Order Department Mgrs  
04/01/22 - 8:48 AM

Pending  
Multiple Approvers  
Purchase Order Department Mgrs

▼ **Comments**

System at 04/01/22 - 8:48 AM  
Requester (VP1) is approver on step nu  
approval disabled! (18081,1031)

[Return to Purchase Order](#)

phxlnp003app.flpalm.myfloridacfo.gov:826...

https://phxlnp003app.flpalm.myfloridacfo...

**Approver #1**

Name: Pawar, Swapnil  
Empl ID: KU0042  
Department: 41000  
Supervisor ID: KU0006  
Telephone: 925/980-2065  
Reports To Position Number:  
Email ID: Swapnil.Pawar@myfloridacfo.com

**Approver #2**

Name: Saurabh, Sajal  
Empl ID: KU0042  
Department: 41000  
Supervisor ID: KU0006  
Telephone: 925/980-2065  
Reports To Position Number:  
Email ID: sajal.saurabh@myfloridacfo.com

**Approver #3**

Name: Dlima, Kennedy  
Empl ID: KU0042  
Department: 41000  
Supervisor ID: KU0006  
Telephone: 925/980-2065  
Reports To Position Number:  
Email ID: no-reply@oracle.com

**Approver #4**

Name: Johnson, Dawna  
Empl ID: KU0042  
Department: 41000  
Supervisor ID: KU0006  
Telephone: 925/980-2065  
Reports To Position Number:  
Email ID: Dawna.Johnson@myfloridacfo.com



# View using the Approval Tile

The screenshot displays a 'Pending Approvals' dashboard. On the left is a sidebar with a 'View By' dropdown set to 'Type' and a list of approval categories: All (59), Asset Addition Reversal (5), Purchase Order (2), Supplier (4), Supplier Change Request (1), Supplier Registration (2), and Voucher (45). The main area shows a list of 'Purchase Order' items. Two items are listed, both for 'US001 / 0000000590 / Becker,Christine' with a value of '100.00 USD' and a 'Medium Priority' status. The status for both is 'Routed 10/18/2023'. At the top right of the main area, there are three buttons: 'Approve', 'Deny', and 'More'. The 'Approve' and 'Deny' buttons are highlighted with a red rectangular box. Below the list is an 'Approver Comments' section with a text input field.

Item	Value	Priority	Status
<input type="checkbox"/> Purchase Order	100.00 USD	⚠ Medium Priority	Routed 10/18/2023
<input type="checkbox"/> Purchase Order	100.00 USD	⚠ Medium Priority	Routed 10/18/2023



# Approval using Purchase Order Approval Link

Maintain Purchase Order

## Purchase Order

Business Unit US001  
PO ID 0000000590

PO Status Pend Appr  
Budget Status Not Chk'd

Copy From [dropdown]  
 Hold From Further Processing

**Header**

\*PO Date 10/18/2023  
\*Supplier EMELS-02-001  
\*Supplier ID 0000000044  
\*Buyer APA2

Supplier Search  
Supplier Details  
Emel's Diner Supz  
Becker,Christine

Doc Tol Status Valid

Receipt Status Not Recvd  
\*Dispatch Method Print  
Dispatch

**Amount Summary**

Merchandise	100.00	
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	<b>100.00</b>	USD
Encumbrance Balance		

Calculate

**Add Items From**

Catalog  
Purchasing Kit

Item Search

**Select Lines To Display**

Search for Lines Line [input] To [input] Retrieve

**Lines**

Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		Test	1.0000	EA	95100000	100.00000	100.00	Pending

View Printable Version  
**Purchase Order Approval** (highlighted)  
Delete PO Close Short All Lines \*Go to [dropdown]  
Save Return to Search Notify Refresh Add Update/Display



# PO/Encumbrance Approval Screen

**Emel's Diner Supz**

100.00 USD

Header is pending your approval

 In Process

Approve
Deny
More

---

**Summary**

Supplier Emel's Diner Supz	PO Total 100.00 USD
PO ID 000000590	Status Pend Appr
PO Date 10/18/23	Business Unit US001
Buyer Becker,Christine	Routed Date 10/18/23
	Budget Status Not Chk'd

[Edit Purchase Order](#)

**More Information**

View Comments and Attachments >

View Printable Version >

**Lines**

Line Number	Item Description	Merchandise Amount	
1	Test	100.00 USD	>

1 row

**Approver Comments**

**Approval Chain** >

# Questions



# ENCUMBRANCE CONVERSION



# Encumbrance Conversion

- ▶ At Go Live, Florida PALM and Agencies will convert existing Encumbrances to Florida PALM Encumbrances
- ▶ Sources
  - MyFloridaMarketPlace
  - FLAIR – Non-MFMP



# Encumbrance Conversion

- ▶ Data will be extracted from the source systems and used to create encumbrances in Florida PALM
- ▶ Agencies will confirm the data that will be converted
- ▶ Other conversions will take place prior to encumbrances
  - Supplier
  - GL/KK
- ▶ Data Clean Up!
  - Agencies should prepare by reconciling encumbrances from MFMP to FLAIR, and from FLAIR to Agency Business Systems
- ▶ Remember, we will reduce your appropriation with every encumbrance balance!



# Questions



# ENCUMBRANCE INTERFACE LAYOUT REVIEW



# Disbursement Management

## Interface Layout Review

- ▶ [How to Read a Flat File Interface Video](#)
- ▶ [Florida PALM Resources \(SmartSheet\)](#)
- ▶ POI002 Inbound Encumbrance Load
- ▶ POI001 Outbound Encumbrance Extract

[https://players.brightcove.net/913730540001/default\\_default/index.html?videoid=6337161945112](https://players.brightcove.net/913730540001/default_default/index.html?videoid=6337161945112)

<https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>



# POI002 – Inbound Encumbrance Load

## What

information is transmitted ?



MFMP/ Agencies create or update Encumbrances / PO's into Florida PALM from external agency business systems

## Why

do I need this?



Encumbrances are loaded to Florida PALM and budget checked. Valid Encumbrances whose budget is consumed are dispatched and the Encumbrance is then available to use on Voucher.

## Who

runs ?



- Automatic Batch Scheduler

## When

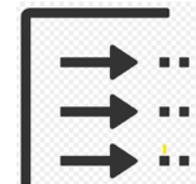
should this interface file be sent ?



- Daily
- As needed (Adhoc)

## Which

run control parameters are used



N/A

# POI001 – Outbound Encumbrance Extract

**What**

information is transmitted ?



This outbound interface will extract Encumbrance/PO data that was entered online, interfaced, or updated in Florida PALM for MFMP and respective agencies.

**Why**

do I need this?



Agencies can load this interface to make sure agency business systems stay in sync with encumbrance data from Florida PALM.

**Who**

runs ?



Automatic Batch Scheduler

**When**

should this interface file be sent ?



- Daily
- As needed (Adhoc)

**Which**

run control parameters are used ?



- Business Unit
- PO Origin (Optional)
- PO Date From
- PO Date To
- PO Status (Optional)



# EXCEPTION HANDLING PO/ENCUMBRANCE

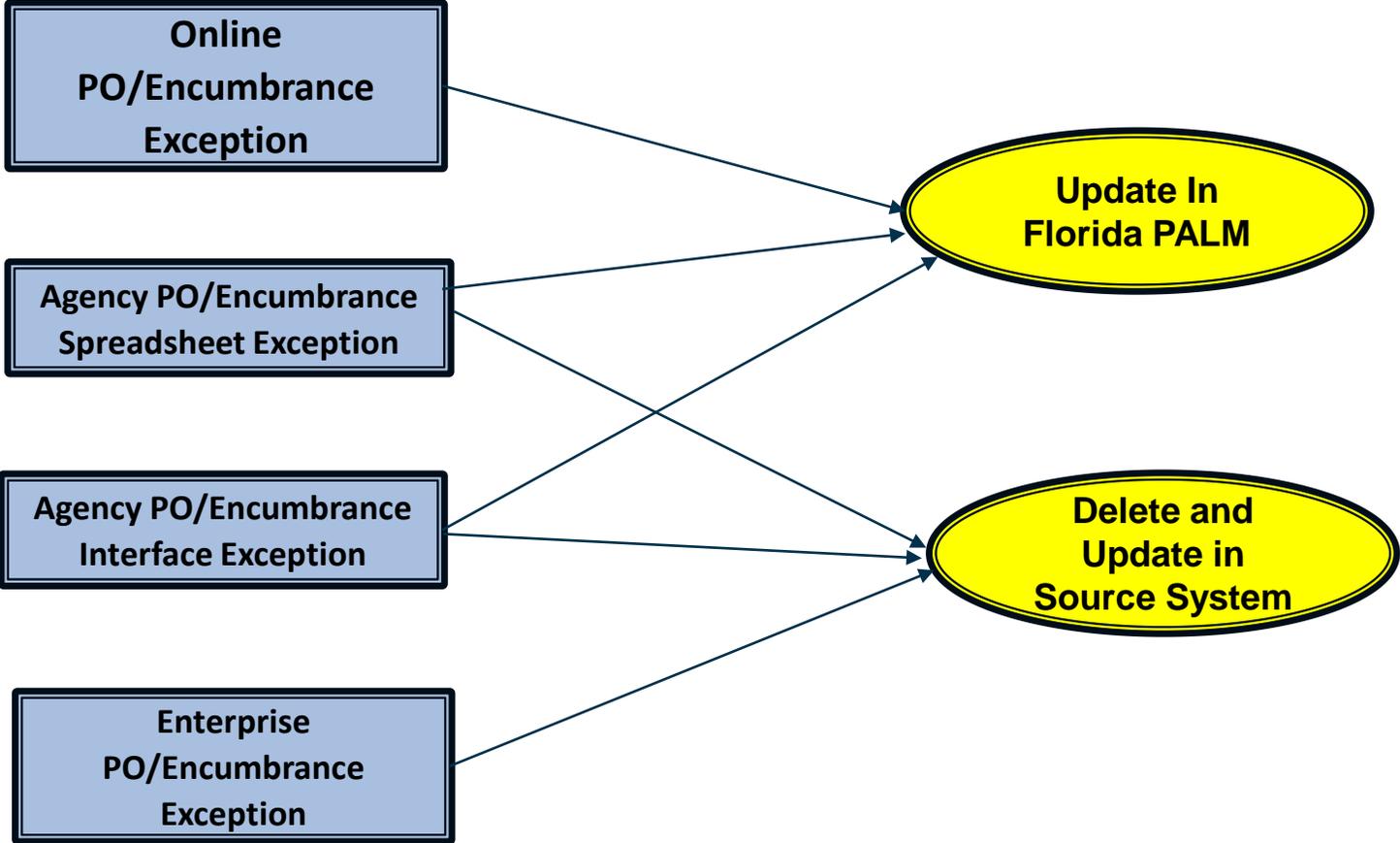


# PO/Encumbrance Validations

- ▶ Online Errors
- ▶ Interface Validations
  - Inbound Encumbrance Load - SDE009
  - Inbound Encumbrance Web Service - Component Interface
- ▶ Spreadsheet Validations - SDE009
- ▶ Budget Check



# PO/Encumbrance Exception Handling



# EXCEPTION HANDLING SCREENS



# Add/Update POs

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)

**Florida PALM** Purchase Orders Search [Advanced Search](#) [Last Search Results](#)

Maintain Purchase Order

Purchase Order

Business Unit 43000  
 PO ID 0000000163

PO Status **Approved**  
 Budget Status **Error**

Copy From 
 Hold From Further Processing

**Header**

\*PO Date 11/16/2023 [Supplier Search](#)  
 \*Supplier AESG-002 [Supplier Details](#)  
 \*Supplier ID 0000000060 [AESG 1](#)  
 \*Buyer POOJA.BARDE [Barde, Pooja](#)

Receipt Status Not Recvd  
 \*Dispatch Method Print [Dispatch](#)

**Amount Summary**

Merchandise	10,000,000.00	<a href="#">Calculate</a>
Freight/Tax/Misc.	0.00	
<b>Total Amount</b>	10,000,000.00 USD	
<b>Encumbrance Balance</b>		

[Header Details](#) [Activity Summary](#)  
[PO Defaults](#) [Add Comments](#)  
[PO Activities](#) [Add ShipTo Comments](#)  
[Requisitions](#) [Document Status](#)  
 Actions

**Add Items From**

[Catalog](#) [Item Search](#)  
[Purchasing Kit](#)

**Select Lines To Display**

Search for Lines Line  To  [Retrieve](#)



# Exceptions Details Page

**FloridaPALM** All Search Advanced Search Last Search Results Add To Notification

Purchase Order Exceptions **Line Exceptions**

Business Unit 43000 PO Number 0000000163

\*Exception Type Error  Override Transaction  More Budgets Exist

Maximum Rows 100 Search Advanced Budget Criteria

**Budgets with Exceptions** Personalize Find View All First 1-2 of 2 Last

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Fund	Budget Entity	Category	Budget Period
1		43000	CC_RELEASE	No Budget Exists	More Detail	<input type="checkbox"/>	Go To ...	7	81110	11110000	000101	2024
2		43000	CC_RESERVE	Translation Tree error	More Detail	<input type="checkbox"/>	Go To ...	700000	81110	11110000	000101	

Save Return to Search Notify

Purchase Order Exceptions | Line Exceptions



# Line Exceptions Page

FloridaPALM

All Search Advanced Search Last Search Results

Purchase Order Exception **Line Exceptions**

Business Unit 43000 PO Number 000000163

\*Line Status Error  Override Transaction

Maximum Rows 100  More Lines Exist

Line From Line Thru

Search

Transaction Lines with Budget Exceptions Personalize Find View All First 1 of 1 Last

Delete	Line	Distribution Line	Schedule	Type	Budget Date	GL Business Unit	Organization	Account	Fund	Budget Entity	Category	State Program	Contract	OA1	Other Accumulator 2	Monetary Amount	Currency	Foreign Amount	Foreign Currency	Quantity
		1.1	1	DST	11/15/2023	43000		70000	8110	11110000	000101					10,000,000.00	USD	10,000,000.00	USD	1.0000



# Questions



# ENCUMBRANCE REPORTS REVIEW



# POR009 – Outstanding Encumbrance Errors Report <sup>54</sup>

## What

information is available?



A report that lists unresolved encumbrance/p o exceptions. This report is at the distribution line level and contains chart of account data elements to better identify exceptions.

## Why

do I need this report?



Monitor encumbrances unapproved encumbrances that contain budget error/warnings. Also, will contain encumbrances on hold.

## Who

runs and uses this information?



- AP Reporter
- Agency Encumbrance Processor
- Agency Encumbrance Approver

## When

should I run this report?



Daily  
Ad-Hoc

## Which

report(s) were previously used?



N/A

# POR009 – Outstanding Encumbrance Errors Report

## Key Considerations

- Confidentiality does apply to this report.
- Contains encumbrances from all sources that have a budget except status.

Parameter	Description	Required/Optional
Business Unit	Prompt (Default - '%')	Required
Supplier ID	Prompt	Optional
PO Origin	Prompt (Default - '%')	Optional
PO ID	Prompt	Optional
PO Status	Dropdown	Optional
Exclude Confidential?	Checkbox	Optional
PO Date From	Prompt	Optional
PO Date To	Prompt (Default - '%')	Required



# 30.2 Establish and Maintain Encumbrances Additional Reports

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	KKR018	<b>Agency Obligations Report</b> – A custom report that provides encumbrances and payables by ChartField combinations.	PeopleSoft	Daily, Monthly	Agency
R2	POR008	<b>Closed Encumbrances Report</b> – A report that lists closed encumbrances.	PeopleSoft	Daily, Monthly	Agency
R3	KKR058	<b>Budget and Cash Checking Exceptions Report</b> – A custom report that lists budget and cash check exceptions along with balances, vouchers with errors and budget exceptions, and vouchers where an override was applied.	PeopleSoft	AD Hoc, Daily	Agency, DFS
R4	POR002	<b>Encumbrance Aging Report</b> – A report that lists all encumbrances, date encumbrance was established, and the date the last activity occurred.	Data Warehouse	Daily, Monthly, Annually	Agency
R5	POR006	<b>Purchase Orders Under Pending Approval Group (WorkCenter)</b> – A report that lists purchase orders that are under the 'Pending Approval' group.	PeopleSoft	Daily	Agency
R6	POR009	<b>Outstanding Encumbrance Error Report</b> – A report that lists unresolved encumbrance exceptions.	PeopleSoft	Daily	Agency



# CONTACT INFORMATION

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